


Financial Management Rules, 2080

Chapter — 1

Preliminary

1. **Short Name and Commencement:** (1) The Rules shall be called "Madan Bhandari University of Science and Technology **Financial Management Rules, 2080 (2023 AD)**".
(2) These Rules shall come into force immediately.
2. **Definitions:** (1) Unless the subject or context otherwise require in these Rules,
 - (a) "**Academic Council**" means the Academic Council of the University pursuant to Cause 10 of the Act.
 - (b) "**Accounts**" means any records, ledgers, books, etc., and other documents to be maintained under the prevailing law, showing the statements of financial transactions, and this term also includes any records maintained through electronic means.
 - (c) "**Act**" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD)
 - (d) "**Annual Report**" means the annual report of the University.
 - (e) "**Audit**" means the examination of the accounts and accounts related to the university business
 - (f) "**Bank**" shall mean commercial banks and other banks established under the laws of Nepal.
 - (g) "**Budget**" shall mean the annual or other income and expenditure statement of the University and its constituent unit.
 - (h) "**Disbursements**" shall mean disbursements made monthly, quarterly or annually within the approved budget.
 - (i) "**Examination**" means any or all of the examinations, whether written or practical or oral or otherwise, held or conducted by the University in relation to higher education;
 - (j) "**Employee**" means the employee of the University pursuant to clause 19 of the Act.
 - (k) "**Final Audit**" means an audit conducted by the Office of the Auditor General.
 - (l) "**Financial Statement**" means a statement prepared in a way that shows the overall status of financial transactions in a certain period.
 - (m) "**Internal Audit**" means an audit conducted by an auditor appointed on behalf of the University.
 - (n) "**Officer**" means the office bearer pursuant to Clause 6 of the University Act and the Rules.
 - (o) "**President**" means the President of the University pursuant to Clause 12 of the Act.
 - (p) "**Rules**" mean the Rules made pursuant to Clause 37 of the Act.
 - (q) "**Security Deposit**" shall mean security deposit amount, (retention money) or earnest money or bid bond or performance bond for the same until a work is completed.
 - (r) "**University**" means Madan Bhandari University of Science and Technology.
 - (s) "**Vice-President**" means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

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3. **Interpretation of Rule:** The Board of Trustees shall have the right to interpret these Rules.

Chapter — 2

University Funds, Operation and Use of Funds

4. **Establishment of the Funds:** (1) Pursuant to Clause 17 of the Act, a separate fund of the University shall be established. The funds of the University shall be as approved by the Board of Trustees. Under these Rules, the President shall have the main responsibility for the protection, operation, use and control over the funds.
- (2) The University funds shall comprise:
- a. The amount received from the Government of Nepal, Provincial Government and Local Level.
 - b. Grants received from the University Grants Commission.
 - c. Amount received from an individual or institution in a form of contribution, gift, donation or financial assistance.
 - d. Amount received from foreign government, international institutions and agencies in the form of grant or assistance.
 - e. Amount received from academic and other fees.
 - f. Amount received from the intellectual property owned by the University.
 - g. Amount received from income generation activities of the University.
5. **Operation of the University Fund:** (1) The amounts specified according to these Rules and all kinds of other incomes of the University shall be deposited in the University Fund. The fund amount shall be deposited in an "A" class commercial bank, designated by the Executive Council. The amount deposited in the University so far and the amount required to be deposited according to these Rules should be deposited in a bank account. The existing university fund shall be deemed to have been established in accordance with this Rule.
- (2) The operation of the bank account of the University Fund and other arrangements shall be as prescribed by the Executive Council.
- (3) The University Fund account shall be operated with the joint signature of the President or Vice President (Administration and Finance) and Head of Accounts of the University or an accounts employee assigned by the president.
6. **Uses of Funds:** University funds shall be used for the following purposes:
- (a) Expenses related to teaching, research, development and innovation.
 - (b) Procurement/hiring/leasing of laboratory equipment, tools, materials and supplies.
 - (c) Paying remuneration and benefits of the officials teaching, research and administrative staff and expenses.

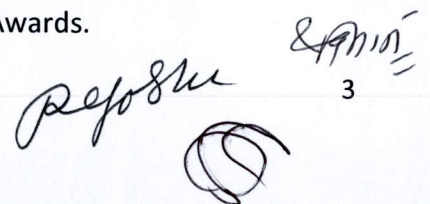
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- (d) Award, scholarships, bursaries, medals, prizes and donations as may be prescribed by the Executive Council.
 - (e) To procurement, development and care/maintenance of the University land, buildings and other assets of the University.
 - (f) Administrative expenses, expenses related to audit, investigation & inspection and legal proceedings.
 - (g) Payment of loan amount, loan interest and other dues taken by the University.
 - (h) Other expenses and investments not specified in the above Rules, but deemed appropriate by the University Board of Trustee or the Executive Council.
7. **Special Fund:** (1) Notwithstanding provisions of Rule 4, for the purpose of meeting specific expenses and liabilities or for earning interest or income or returns or more, any body of the university may with the approval of the Executive Council establish, special funds and operate them under suitable names.
- (2) According to the nature and purpose of that fund, all or some of the following amounts shall be deposited.
- (a) Special or additional grants received from government or non-governmental organizations or individuals for special purposes such as scholarships, medals, awards, welfare programs, aid and donations should be deposited.
 - (b) The amount received for Endowment Fund should be deposited in a separate account.
- (3) Foreign Currency Account: Notwithstanding anything contained in these Rules, university shall, with the approval of the Executive Council, for the purpose of abroad transaction and meeting specific expenses and liabilities or for earning income in foreign currency special convertible foreign currency account can be established and operated under the Rules and regulation of Nepal Rastra Bank.

Chapter – 3

Endowment Fund

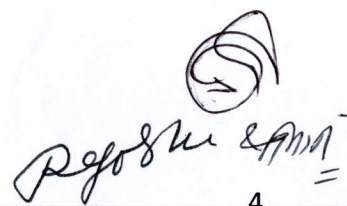
8. **Establishment of the Endowment Fund:** (1) The existing Endowment Fund shall be deemed established under these Rules.
- (2) The purpose of the Endowment Fund is to provide a sustainable source of income to support the vision, mission and goals of University.
- (3) The Endowment Fund shall comprise:
- a. Grants, donations in cash and kind received from individuals, governments, other private and public agencies for the Endowment Fund.
 - b. Funds received for establishment of Scholarships and Awards.

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- c. Incomes of the University transferred to the Endowment Fund.
 - d. Any other appropriate financial support.
- (4) To preserve the real value of the Fund only up to 30% of the yield from the investments of the Fund in a given year will be used for expenditures. However, under exceptional conditions the BOT may authorize the use of more than 30% of the yield.
9. **Operation and Use of Funds:** (1) The Fund amount shall be deposited in an "A" class commercial bank, designated by the Executive Council. The commercial bank currently being used for the Endowment Fund will be deemed to have been designated according to these Rules.
- (2) The fund shall be deposited in a diversified portfolio to minimize risk and maximize returns over the long term.
 - (3) The endowment fund shall be overseen by the University President.
 - (4) The Executive Council shall be responsible for establishing Fund policies.
 - (5) The President shall be responsible for monitoring the Fund's performance regularly.
10. **Reporting and Transparency:** Regular reporting on the performance and financial status of the Endowment Fund shall be provided to the Board of Trustees by the President. Transparency and clear communication shall be maintained to ensure accountability and trust.
11. **Fundraising and Contributions:** The endowment fund may accept contributions from donors, in the form of cash, or other assets consistent with the Gift-in-kind Rules and Gift Acceptance Policy.
12. **Possible Uses of Endowment Funds:** University may also establish Endowment Funds for specific purposes such as:
- a. Research development and innovation infrastructure.
 - b. Research funding
 - c. Scholarship and awards
 - d. Physical infrastructure
 - e. Staff capacity development
 - f. Any other purposes as decided by Board of Trustees under the recommendation of Executive Council.

Chapter – 4

Budget Formulation and Supplementary Budget



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13. Annual Program and Budget Formulation: (1) Estimates of annual income and expenditure of each Fiscal year will be submitted to the Board of Trustees and the budget will be executed as approved. Preliminary program and budget shall be approved at least 7 days before the beginning of the fiscal year, and the revised program and budget within 30 days after the beginning of the fiscal year.

(2) Three months before the beginning of the fiscal year, every budgetary unit of the University shall submit the income and expenditure statements based on the annual program of the unit to the Vice President Administration and Finance.

(3) The program and budget shall also be submitted for the carry over activities, if any.

(4) The Vice President Administration and Finance shall submit the preliminary program and budget to the Executive Council through the President at least 10 days before the beginning of the fiscal year.

(5) The President upon recommendation from the Executive Council shall submit the preliminary program and budget for approval to the Board of Trustees at least 8 days before the beginning of the fiscal year.

(6) The Vice President Administration and Finance shall submit the revised program and budget to the Executive Council through the President within 10 days after the beginning of the fiscal year.

(7) The President upon recommendation from the Executive Council shall submit the revised program and budget for approval to the Board of Trustees within 15 days after the beginning of the fiscal year.

14. Approval of Program and Budget (1) The Board of Trustees shall approve the annual Program and Budget before the beginning of the fiscal year.

(2) The Board of Trustees shall have the authority to amend the program and budget as per requirement.

(3) Upon approval of the annual program and budget, President shall have the authority for the expenditure under the rule and regulations.

15. Release of Budget (1) Based on the approved program and budget, the budget shall be released to the operational account.

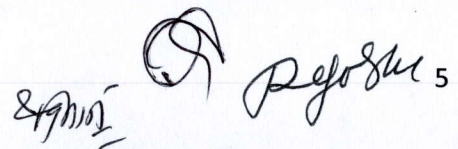
(2). Separate operational accounts shall be opened in a bank as per requirement.

(3). The operational account shall be operated by the joint signature of the President or Vice President (Administration and Finance) and the Head of Accounts or an accounts employee assigned by the President.

(4). All incomes and expenditures of the operational account shall be recorded and monthly incomes and expenditures statement shall be prepared.

16. Budget Transfer: (1) If the budget allocated for a particular budget head under the recurrent expenditures for the fiscal year becomes inadequate the President may transfer up to 30 percent budget amount from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget tied to specific purposes).

(2) The Executive Council may transfer or may authorize the transfer of budget from a particular budget head under the recurrent expenditures of up to 50% for the fiscal

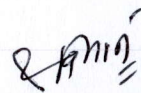
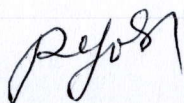
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- year from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget assigned for the specific purposes).
- (3) The Board of Trustees shall approve the transfer of budget from a particular budget head under the recurrent expenditures of over 50% for the fiscal year from one budget head to another within the recurrent expenditures' category except for the restricted budget (budget assigned for the specific purposes).
 - (4) The same principles as stipulated in Sub-Rules (1) and (2) shall apply for transfer of the budget from one budget head to another within the capital expenditures category.
 - (5) The President may transfer the allocation for recurrent expenditures to capital expenditures of up to 30% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.
 - (6) The Executive Council may transfer the allocation for recurrent expenditures to capital expenditures of up to 50% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.
 - (7) The Board of Trustees shall transfer the allocation for recurrent expenditures to capital expenditures of over 50% of the total of unrestricted budget heads, and distribute the transferred amount to various budget heads under capital expenditures.
 - (8) The Information about such transfer pursuant to Sub-Rules (1), (2), (4) and (5) shall be reported to the Board of Trustees.
 - (9) The transfer of funds from capital expenditures to recurrent expenditures and allocation of the transferred amount to various budget heads under the recurrent expenditures shall be authorized only the Board of Trustees.
17. **Supplementary Budget:** If the budget amount approved for the fiscal year the President may submit a proposal for approval of the supplementary budget upon recommendation from the Executive Council.
18. **Budget Control:** Notwithstanding anything written in these Rules, the approved budget shall be controlled by the President.

Chapter — 5

Tuition Fees and Scholarships

19. **Tuition Fees:** (1) Students enrolled in the University and studying shall pay the fees for the following:
- (a) University registration
 - (b) Tuition
 - (c) Examination
 - (d) Transportation charges
 - (e) Convocation Program
 - (f) Other fees and charges as may be prescribed by the Executive Council



- (c) Examination
 - (d) Transportation charges
 - (e) Convocation Program
 - (f) Other fees and charges as may be prescribed by the Executive Council
- (2) Other arrangements regarding the fees shall be as prescribed by the Executive Council.

20. Scholarships: (1) Scholarship schemes for students are offered to provide financial assistance to individuals pursuing their education. Scholarships can be merit-based, need-based, or awarded for specific talents or achievements. Scholarship recipients shall perform the functions of research or teaching assistants.

- (2) The scholarship amount shall be as prescribed by the Executive Council.
- (3) The provision of scholarship shall be contingent upon the availability of resources.
- (4) The Executive Council shall adopt the regulations relates to scholarships.

21. Tuition Fee Waiver: (1) The purpose of tuition fee waiver is to attract best students to the university including the needy. Scholarship recipients shall perform the functions of research or teaching assistants.

- (2) The extent of tuition fee waiver shall be as prescribed by the Executive Council.
- (3) The provision of tuition fee waiver shall be contingent upon the availability of resources.
- (4) The Executive Council shall adopt the regulations relates to tuition fee waiver.


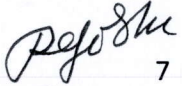
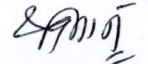
Chapter — 6

Expenditure Management and Procedures

22. Use of Budget: (1) No one other than the authorized officer shall issue an order for expenditure or approve the amount already spent.

- (2) The amount of approved budget should be requisitioned, disbursed and spent for the relevant title quarterly.
- (3) When making quarterly withdrawals, authority should study the details of the expenses incurred up to the previous month, and the amount required for that quarter.

23. Provisions related to Petty Cash Fund: (1) As a rule any constituent budgetary unit of the University should not spend and pay in cash while conducting financial transactions.

 
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- 24. Inspection and Direction:** The Vice President Administration and Finance shall be responsible for monitoring, inspecting, and directing the financial control from time to time.
- 25. Cash or Goods must be Deposited:** (1) All financial transactions of the University shall be done via Bank. In case of cash received, the responsible person must deposit it on the same day or the next day and in the case of goods, the goods should be entered into the ledger within seven days after technical inspection, valuation and verification.
- (2) In case of not depositing the cash received within the specified time, a fine of 15% will be imposed and departmental action may be taken according to the prevailing Rules.
- 26. Filing of Accounts:** (1) Within the deadline set by the Auditor General, the financial statements of the University Fund's additional allocation, income, foreign grants, loan assistance, investment accounts and operational accounts shall be prepared.
- 27. Damages shall be Recovered:** If the University suffers any kind of loss due to the failure to keep proper accounts of the transactions, the resulting damage and compensation will be recovered from the person responsible for the same.

Chapter – 7

Provisions Relating to Advance Payments

- 28. Provisions related to Advance Payments:** (1) Advance payments shall not be given in general, except in cases when not doing so would interfere with the operation of the University's regular work.
- (2) If there is a provision to give advance payments for specific work in the agreement or contract of the University, advance payments will be given accordingly.
- (3) If there is a sufficient reason to give an advance payment to a University staff, then an advance payment generally not exceeding Rs. 25,000 may be given. Additional advance payment shall not be given until the first advance payment is cleared.
- (4) No advance payment should be made just for the purpose of not allowing the budget to be lapsed.
- (5) Employees of the University going on a business or academic trip within Nepal or abroad in connection with the work of the University may receive daily and visiting allowances and other expenses as per the applicable Rules. Such amount should be cleared within fifteen days from the date of completion of the trip.
- (6) If there is a justification to pay cash and buy the goods, then the employee can take advance money for purchasing the goods.
- 29. Disbursement for Goods Procured through Letter of Credit:** (1) When purchasing goods through the Letter of Credit, the concerned person shall clear the advance amount within seven days from the date of receipt of the goods satisfactory to the Office.

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- (6) If there is a justification to pay cash and buy the goods, then the employee can take advance money for purchasing the goods.
- 29. Disbursement for Goods Procured through Letter of Credit:** (1) When purchasing goods through the Letter of Credit, the concerned person shall clear the advance amount within seven days from the date of receipt of the goods satisfactory to the Office.
- (2) If the goods cannot be received from the related firm or organization or the seller within the specified time, the Letter of Credit should be canceled and the money deposited in the bank should be withdrawn.
- 30. Advance Payments to be Provided to Individuals, Firms or Organizations:** (1) The constituent unit of the University shall obtain a bank guarantee in accordance with the Rules, when providing an advance payment to any person, firm or organization for purchasing, providing services or for construction works.

Chapter - 8

Remuneration and Allowances

- 31. Remuneration and Allowances:** (1) The remuneration and allowances of the executives and employees of the University shall be as per Schedule 1 and 2. The remuneration and allowances may be revised by the Board of Trustees from time to time.
- (2) Remuneration for services of short-term nature, which is not appropriate to be availed through procurement procedures like advisors, visiting professors, part-time teachers, experts shall be determined by the Executive Council.
- 32. Revision of Remuneration and Allowances:** (1) The BOT shall form a separate committee to determine or review remuneration and allowances of executives and employees as and when necessary.
- (2) When there is a need to provide remuneration for a staff in deviation of the standards then the remuneration shall be fixed by the Executive Council based on the recommendation of the Remuneration Review Committee pursuant to Personnel Administration Rules, 2080.
- 33. Meeting Allowances:** The University shall not provide meeting allowances to University staff and trustees. Meeting allowances for non-university individuals, which are justified, shall be as prescribed the Executive Council.
- 34. Provident Fund, Pension and Gratuity:** (1) Contribution-based Social Security Fund scheme shall be applicable for all regular staff – staff in fixed term extendable contracts. 31% of the employee's basic salary, where employees contribute 11% and the university's contribution 20%, will be deposited at their respective SSF accounts.

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- (2) If a regular staff resigns from his/her post he/she will receive pension, gratuity and other benefits as per the Regulations of the Social Security Fund, Government of Nepal and there shall be no additional liabilities to the University.
- (3) Foreign citizens may withdraw the money from the Fund at any time after the termination of the employment.

Chapter – 9

Accounting System & Management

- 35. Accounting System:** (1) The University shall keep its income and expenditure account according to the accounting system adopted by the Government of Nepal. The procedures related to the accounting system of the university's income, expenditure, payroll, bonds, securities, cash, movable and immovable assets, and liabilities, etc. will be as prescribed by Executive Council.
- (2) The Executive Council may approve accounting forms, formats, records, guidelines, directives, etc.
 - (3) It shall be the duty and responsibility of the head of the concerned constituent unit to maintain the accounts in an up-to-date manner
- 36. Income-Expenditure Report should be Presented:** (1) The Vice-President (Administration and Finance) should present the university's income-expenditure report to the Executive Council in every three months.
- (2) The Executive Council should present the statement of income and expenditure of the University to the Board of Trustee on quarterly basis.

Chapter – 10

Auditing

- 37. Internal Audit:** (1) The internal audit shall be conducted for income-expenditure and financial transaction of each fiscal year.
- (2) The internal audit of the University shall be conducted by an auditor appointed by the BOT from among the registered auditors as per the prevailing Rules.
 - (3) The auditor may ask the head of the constituent unit or the accounting staff or the related person on any matter related to the area of audit. Auditor may request documents and if deemed necessary, may also conduct an on-site inspection.
 - (4) The internal auditor shall have the responsibility to show real facts, make comments and give a report with his opinion about the financial transactions, behavior and related accounts of the office or unit under internal audit.
 - (5) The internal auditor shall submit his/her report within one month from the date of audit.



(6) The internal auditor shall include the following in his internal audit report:

- i. Financial status
- i. Errors and omissions in accounting and financial systems, if any
- ii. Irregularities, if any, in financial transactions
- iii. Financial transactions which should and may be carried out on a regular basis
- iv. Embezzlement
- v. The amount to be recovered
- vi. Matters and suggestions necessary to maintain financial discipline

(7) It shall be the duty and responsibility of the head of the constituent unit to act on the audit report.

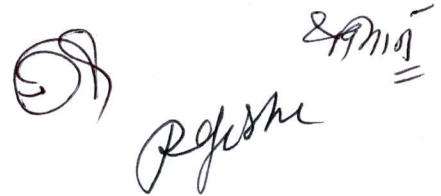
38. **Final Audit:** (1) The final audit of the University shall be conducted by the Office of the Auditor General.

(4) It shall be the responsibility of constituent budgetary unit chief to resolve the irregularities mentioned in the Audit Report.

39. **Responsibility for Resolving Irregularities:** The head of accounts shall be responsible for resolving irregularities by submitting evidence or levying charges related to illegal activities pointed out by the audit.

40. **Audit and Unwarranted Audit:** (1) Regarding the irregularities pointed out, if any, during the final audit, the head of the constituent unit should make a correction within thirty-five days of receiving the information about the irregularities.

(2) Embezzled amounts or unwarranted amounts due to non-compliance of prescribed procedures should be recovered from the concerned person within 35 days.

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Chapter – 11

Awards and Scholarships

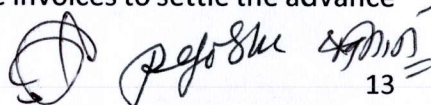
- 41. Awards and Scholarships can be Established:** (1) An award, prize, scholarship and medal can be arranged in the name of a person or organization who has made significant contributions to the University. The Executive Council may establish and authorize a Unit or an official to manage the operation of the scholarship established in this way.
- (2) Any scholarships and awards can be administered based on the mutual agreement between the University and the other donor. The operation of scholarships and awards established in this way shall be according to the Agreement between the University and the donors.
- (3) Madan Bhandari University of Science and Technology itself may also establish scholarships.



Chapter – 12

Allowances and Facilities

42. **Officials on a Visit:** (1) The university officials may go on an official visit with prior approval of the authority.
- (2) The Chairperson of Board of Trustees will make his own visit schedule.
- (3) Approving Authority:
- Chairperson for the President
- President for the Vice-Presidents, Directors
- Vice President for staff within their jurisdiction
43. **Visits Must be Economical:** (1) Officials and staff visiting at the University's expenses must use most economic fares or vehicles as far as possible.
44. **Classification of officials and staff:** (1) For the purpose of providing facilities, travel expenses in accordance with these Rules, the classification of officials and staff shall be as prescribed by the Executive Council.
45. **Travel allowances and Daily Allowances etc.:** (1) For the purpose of visiting any country in connection with the work of the University, officials or staff travel allowances and daily allowances for them shall be as prescribed by the Executive Council.
- (2) The travel or work within the country in connection with the work of the University will receive daily allowances as prescribed by the Executive Council.
- (3) Daily allowance and travel expenses will not be paid if an official, teacher or employee takes a leave during the visit or work period.
46. **Provisions related to Foreign Travel Expenses and Daily Allowances:** (1) When an official or a staff is sent on a trip abroad in connection with the University work he/she shall receive the daily allowance, travel expenses, pocket expenses and other expenses in accordance with these Rules if the trip is not financed by a third party. If it is partially financed by the party the official or staff shall receive only the portion of expenditures not covered by the third party.
- (2) Members of the Board of Trustees of the University, other authorities and University employees shall be entitled to travelling allowance and daily allowance as laid down by the Board of Trustees from time to time.
- (3) When an officer and employee travels abroad for international conferences, seminars, ceremonies, invitations, meetings, training, study tours and any other related work, a daily allowance shall be given at the rate as prescribed by the Executive Council. not dual.
47. **Travel related Expenses Reimbursements:** (1) Officials or employees must submit the tour related report as well as the daily allowance and travel expense invoices to settle the advance



provided for the travel or claim the expenditures made, if no advance payments were made, to the relevant office within fifteen days after the tour is over.

48. **To be according to Prevailing Rules:** If there is a separate provision in the prevailing Rules regarding the travel expenses of a certain official, such an official will receive travel expenses according to the same. However, if the travel expenses are less than the provision of these Rules, such official can claim the travel expenses according to these Rules.
49. **Special Allowances:** (1) Daily visiting allowance and the expenses incurred for participating in national and international conferences, seminars, meetings, invitations, delegations, training, studies, celebrations, etc. will be as prescribed by the Executive Council.
50. **Accident Insurance:** Staff will be covered by personal accident insurance facility as prescribed by the Executive Council.

Chapter – 14

Miscellaneous

51. **Obstacle:** If there is any hurdle in carrying out the work in accordance with these Rules, the Executive Council shall have the right to remove such hurdle.

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Remuneration and Allowances

1. **Remuneration & Allowances of the Executives and Employees:** (1) The President and vice President shall receive a monthly salary of Rs. 85,077.00, Rs. 82, 915.00 respectively and a dearness allowance of Rs. 2000.00. In addition, the President shall receive benefits as per the provisions of the Social Security Fund (SSF).
(2) The President and Vice President will be provided with an office vehicle and a driver and the University will bear the expenditures related to fuel and maintenance. If the President choose to use his/her own vehicle and driver reimbursements as specified in the Financial Rules shall be made in lieu of use of his/her vehicle, and expenditures incurred for the driver, vehicle maintenance, and fuel based on the log book. In addition, he/she will be compensated for the depreciation of his/her vehicle.



Schedule 2

Remuneration Rates for Employees per Day, Rs.

Post	Level	Minimum	Maximum ¹
Professor	F1	7,860	9,830
Associate Professor	F2	6,190	7,740
Assistant Professor	F3	5,310	6,640
Sr. Administrative Officer	A3	3,860	4,820
Administrative Officer, Engineer	A4, E4	3,460	4,320
Sr. Administrative/Finance Assistant, Sr. Driver, Laboratory Technician	A5, T5	2,260	2,830
Administrative/Finance Assistant, Driver	A6, T6	2,140	2,680
Office helper	A7	1,610	2,010

¹ After market adjustment the salary may exceed maximum rate.

